



Administrative Regulation

Jury Duty and Witness Leave

Policy #	03-02.12
Effective Date:	March 13, 2023
Revision Date:	N/A
Owner:	Human Resources

Purpose:

to ensure that our employees have the necessary support and resources to fulfill their civic duty while minimizing any undue hardship on them.

Scope:

This regulation applies to all employees. Represented employees should also refer to their specific collective bargaining agreements.

Policy:

The City encourages employees to serve on juries and to serve as a witness when summoned. Employees are required to inform their direct supervisor as early as possible and are required to provide a copy of the summons. In cases of extreme business pressures, management may ask employees to request a postponement from jury duty, which may or may not be granted by the court.

Any employee who must attend court or other legal proceedings arising from actions taken in the course and scope of employment shall be considered “at work” and shall receive regular wages. This provision does not apply to an employee who is a plaintiff in a lawsuit or other legal proceeding against the City.

Procedure:

1. Jury Duty Pay

- 1.1. Employees on any shift or work schedule are granted leave with pay for actual time on a jury, including grand-jury, and related travel not to exceed the number of hours of the employee’s normal workday and work week.
- 1.2. If an employee is dismissed from jury service with more than two (2) hours remaining in their normal work shift, is expected to report to work for the remainder of the workday, unless otherwise approved by their supervisor.
- 1.3. Employees may keep mileage reimbursement but should sign over any jury duty checks to finance.

2. Witness Leave Pay

- 2.1. Time spent attending an administrative or legal proceeding on behalf of the City is counted as time worked. Any money received for said appearance during working hours other than mileage reimbursement for the use of the employee's personal vehicle must be turned in to the City.
- 2.2. When served with a work-related subpoena that compels presence as a witness (other than as a paid expert witness), regular employees on any shift or work schedule are granted leave with pay for actual time spent at the administrative or legal proceeding and in related travel, not to exceed the number of hours in a normal workday and work week.

Definitions

1. "*Witness leave*" occurs when an employee is called to be a witness in a legal proceeding on behalf of the city while in the course and scope of work-related duties.

Resources:

Administrative Regulation:

1. [Crime Victim Leave](#)

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
Approved By:	Nancy Newton, City Manager	Dates:	March 7, 2023
Author:	Chaim Hertz, Human Resources Director		
Responsible Party:	Human Resources		
Replaces:	Procedural Subsection 2.4 of the City's Leave of Absence Administrative Regulation		

PERIODIC REVIEW:

Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
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REVISIONS:

Version #2:	Responsible Party:			
	Revised By:			
	Approved By:		Date:	
	Reason/Summary of Changes:			